

Culford, West Stow and Wordwell Parish Council

MINUTES

of the Meeting held at Culford Village Hall on

Friday 28th May 2021

at Culford Village Hall, The Street, Culford.

Social Distancing and other Covid mitigation measures were in place.

Present: Councillors: Joy Childs (Chair), Paul Luke, Bruce Murdoch and Rachael Salt.

In attendance: Maximilian Clay (Clerk to the Council)

1. Election of Chair

Cllr Joy Childs was elected as Chair for the coming year (2021/22)

2. Election of Vice Chair

Cllr Rachael Salt was elected as Vice-Chair for the coming year (2021/22)

3. Signature of Acceptance of Office Forms

The newly elected Chair and Vice Chair signed Declarations of Acceptance of Office.

4. Apologies

Apologies were received from Cllrs Fisher and McQueen and the Council resolved to approve the reasons.

5. Declarations of Interest

a. There were no declarations of Disclosable Pecuniary Interests in items on the agenda.

b. There were no declarations of Other Disclosable Interests in items on the agenda.

6. Minutes

The Minutes of the meeting held on 25th March 2021 were agreed to be a true record and the Chair was authorised to sign them as such on behalf of the Council.

7. Public Forum

No members of the public spoke.

8. Insurance for 2021/22

The Clerk reported that the previous three year agreement via BHIB had expired and so the wider market of specialist local authority insurers has been considered. The nearest competitor for a comparable policy came in at over £150 more than the quotation from BHIB and so they continued to be the most competitive.

After brief discussion the Council resolved to approve insurance with BHIB via a further three year agreement at a cost of £359.98, representing a saving on the £381.25 single year cost.

9. Finance & Governance

a. The Council reviewed and approved the Standing Orders with no changes.

b. The Council reviewed and approved the Financial Regulations with no changes.

c. The Council reviewed and approved the Financial Risk/ Risk Management assessment.

d. The Council reviewed and approved the 2020/21 Accounts, including the end of year Bank Reconciliation and the Asset Register.

e. The Council received and approved the Internal Auditor's Report.

- f. To Council considered and approved the Governance Statement at Part 2 Section 1 of the Annual Return and authorised the Chair to sign it on behalf of the Council.
- g. The Council considered the information provided at Part 2 Section 2 of the Annual Return and authorised the Chair to countersign it on behalf of the Council.
- h. The Council considered the grounds for exemption from Limited Assurance Review and determined that the Council is exempt. Accordingly the Responsible Financial Officer and the Chair were authorised to sign the Certificate of Exemption.
- i. The Council resolved to re-appoint Mrs Christine Fitzgerald as internal auditor for 2021/22.
- j. The Council agreed the following dates for meetings for the 2021/22 session:
 - ◆ June/ July 2021 tbc subject to Covid related restrictions
 - ◆ 23rd September 2021
 - ◆ 25th November 2021
 - ◆ 27th January 2022
 - ◆ 24th March 2022The Council also agreed that the annual meeting would be on the 26th May 2022.
- k. The schedule of receipts and payments was received by the Council and it was resolved to approve the schedule of payments.

The Chair declared the meeting closed at 7.05pm

Signed as a true record by authority of the Council

Chair

Date